



## **PERSONAL SERVICES CONTRACTOR (PSC) VACANCY ANNOUNCEMENT**

**OPEN TO:** All *local* candidates with valid medical credentials/license  
**POSITION:** Peace Corps Medical Officer (PCMO)  
**OPENING DATE:** Friday, November 4, 2016  
**CLOSING DATE:** Monday, November 21, 2016  
**WORK HOURS:** 40 hours/week

The United States Peace Corps seeks a Medical Doctor to serve as a contracted Peace Corps Medical Officer (PCMO) based in Dili, Timor-Leste with occasional travel to Peace Corps Volunteer sites, training sites, and international conferences. The PCMO will provide health care to U.S. Peace Corps Volunteers in the country of Timor-Leste and will work under the supervision of the Peace Corps Country Director in Dili and the Peace Corps Office of Medical Services in Washington DC.

### *Duties include:*

- Routine primary health care to Peace Corps Trainees and Volunteers including treatment of common illnesses and injuries in accordance with Peace Corps medical guidelines
- Individual short-term counseling on disease prevention, adjustment issues, stress management and cross-cultural problems
- Response to emergency medical situations
- Member of Senior Peace Corps staff in Timor-Leste
- Ability to conduct trainings on health related issues
- Site visits to Peace Corps Volunteers throughout Timor-Leste
- Administrative tasks of the medical office including budget management
- Inventory of medical supplies and equipment
- Alternate 24 hour on-call duty with the other medical staff member, including weekends

### *Qualifications and Requirements:*

- Graduate of accredited school
- MDs must be a graduate of a school listed in this link, Foundation for Advancement of International Medical Education and Research: <http://www.faimer.org/resources/imed.html>
- Current license to practice
  - Relevant clinical experience in primary care (minimum three years independent practice experience)
  - Ability to communicate effectively in oral /written English. Fluent Tetun is desired.
  - Experience in managing mental health issues including counseling of patients
  - Experience in training design and presentation of health related material
  - Working knowledge of Microsoft Word, Excel, Access, Outlook
  - Program management, administrative experience
  - Ability to work effectively as part of an intercultural team
  - Hardworking, reliable and diligent with good inter-personal skills

- Willing to travel to sites in Timor-Leste with possible overnight stays
- Ability to work with minimal supervision
- **Must be able to obtain an American visa**

Interested applicants for this position must first submit the following or the application will not be considered:

1. A **resume or C.V.** that includes:
  - Professional positions held, identifying duties, responsibilities, dates of employment and reason for leaving
  - Education and training, identifying universities attended, dates of attendance, degrees and diplomas.
  - Professional licenses, certificates, registrations
  - An accounting for periods of unemployment longer than three months
2. A **cover letter** which addresses the requirements and qualifications listed above

**Based on submission and initial review of the resume/CV and cover letter meeting the minimum qualifications for the position, Peace Corps will request the following:**

3. Peace Corps will send the following electronic documents to be submitted:
  - a. Completed PCMO Application form,
  - b. Completed PCMO applicant skills survey,
  - c. Completed Privileging form. The applicant must complete this request for privileges depending on their professional qualifications.
4. Three professional medical references, with at least two being from medical colleagues who have directly observed the applicant in a clinical setting. (One must also be from the current employer.)
5. If requested, send scanned copies or photocopies of:
 

**Academic diplomas.** Please note, in addition to a copy of the academic diploma, the applicant must submit an official academic transcript and curriculum.

**Professional licenses.** If the license does not have an expiration date, written confirmation must be submitted directly from the issuing authority. Please note, if a license is not required, rather, the medical diploma is the license to practice, written confirmation, issued directly from the professional medical board, Ministry of Health or other appropriate regulatory authority establishing that the candidate is properly credentialed for medical practice, is required.

**Certificates** of all post graduate training, internships, residencies, fellowships

**Professional registrations**
6. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
7. The candidate should also provide the following in the PCMO application form:

- a. Date of birth
- b. Place of birth
- c. Citizenship
- d. Passport number
- e. Passport issue date
- f. Passport expiration date

**All documents must be in English. Official translation is not required.**

This position has a salary range of US \$54,393 - \$73,428 depending on salary history, qualifications and experience.

**SUBMIT APPLICATION TO**

Attention: Director of Management & Operations  
Peace Corps Timor-Lest  
No. 12 Rua Nu'u Laran  
Bairro Dos Grilhos  
Dili

**SUBMIT ELECTRONICALLY TO**

[easttimorpc@peacecorps.gov](mailto:easttimorpc@peacecorps.gov) with the subject line of "PCMO"

Closing date: applications should be received no later than 21 November 2016 for consideration in the first review. Position remains open until filled. No phone calls or personal visits related to this vacancy will be accepted. Only short-listed candidates will be contacted.

Peace Corps Timor-Leste is only considering candidates currently residing in Timor-Leste for this posting.

*The United States Peace Corps is an Equal Opportunity Employer.*